

All D/M Branch Chiefs

13 November 1958

Chief, Materials Division, OHR

Monthly Activity Report

1. With a view to significantly improving the monthly activity report and making the report a more meaningful document, the AD/RA's office has suggested that, in addition to the information currently being provided, it would be desirable to have contributions stress the following:

- A. Important new developments;
- B. Contacts with other Offices or with persons and groups outside CIA which have resulted in some significant achievement;
- C. Plans, ideas, and developments which are indicative of possible future programs and activities;
- D. Principal problems;
- E. Criticism (good or bad) of OHR reports and memoranda; and
- F. Indications of the value of our product to the consumer.

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General Approach to the Preparation of Contributions to the OHR Monthly Activity Report

As presently prepared, the monthly contributions to the OHR activity report are inadequate as guidance to key management personnel within the Office. While no standard format can be prescribed which would be equally applicable to all reporting components of the Office, it is believed that if certain principles were kept in mind in the preparation of these contributions they could be significantly improved.

a. Stress the following:

- (1) Important new developments;
- (2) Contacts with other Offices or with persons and groups outside CIA which have resulted in some significant achievement;
- (3) Plans, ideas, and developments which are indicative of possible future progress and activities;
- (4) Principal problems;
- (5) Criticism (good or bad) of OHR reports and memoranda; and
- (6) Indications of the value of our product to the consumer.

b. Routine statistical data need not be presented monthly and unnecessary detail should not be included. Consideration should be given to the preparation of quarterly or semiannual statistical summaries with possible inclusion of some charts and an evaluation of major developments, trends, and problems suggested by the statistics. Obviously, there are certain statistics of which key management levels must be currently aware, including, for example, personnel strength, resignations and transfers, personnel in process, etc. Statistics judged to be in this category should be included in the monthly report.

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c. Avoid detailed description or discussion of procedures and activities which are already well known. In general, the contribution should be considerably briefer than they have been in the past with more emphasis on the dynamics of the component's activity.

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